

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp <b>RECEIVED</b> SECRETARY OF THE SENATE PUBLIC RECORDS <b>2018 SEP 18 PM 4:06</b>
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**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Hart Clements  
Employing Office/Committee: Senator Patty Murray  
Travel Expenses Paid by (List all sources): Microsoft  
Travel Date(s): August 1-3, 2018  
Description/Title of Attached Forms: Private Sponsor Travel Certification Form

Purpose of Amendment (describe the reason for amending original submission): To provide the most final version of the PSTCF submitted by the trip sponsor.

9/17/18

(Date)

  
(Signature of Traveler)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Microsoft
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2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector
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3. Dates of travel: August 1st - August 3rd, 2018
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4. Place of travel: Washington DC to Redmond, WA
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5. Name and title of Senate invitees: See attached attendee list. Accepting first 20 to RSVP
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6. I *certify* that the trip fits one of the following categories:
- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
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7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
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8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**OR**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and in order to participate in a full day of sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss policy issues important to the technology sector. As the Sponsor, Microsoft has planned the agenda, speaker sessions, and tours on the Microsoft Campus along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft hosted a trip the last four years and previously hosted trips in the early 2000s.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, & the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$139.20 for local shuttle transportation	\$229+tax/night at Hyatt Regency Bellevue	1 day of meals on 8/2, not to exceed \$74 (\$7.50 for breakfast, \$8 for lunch, \$58.50 for dinner)	n/a

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

Hyatt Regency Bellevue, 900 Bellevue Way NE, Bellevue, WA 98004

20. Reason(s) for selecting hotel or other lodging facility:

The per diem lodging is \$244 for August.

(b) (5) DPP, (b) (5) ACP, (b) (5) ADP, (b) (5) AWP, (b) (5) CDP, (b) (5) CWP, (b) (5) DDP, (b) (5) DWP, (b) (5) EDP, (b) (5) EWP, (b) (5) FDP, (b) (5) FWP, (b) (5) GDP, (b) (5) GWP, (b) (5) HDP, (b) (5) HWP, (b) (5) IDP, (b) (5) IWP, (b) (5) JDP, (b) (5) JWP, (b) (5) KDP, (b) (5) KWP, (b) (5) LDP, (b) (5) LWP, (b) (5) MDP, (b) (5) MWP, (b) (5) NDP, (b) (5) NWP, (b) (5) ODP, (b) (5) OWP, (b) (5) PDP, (b) (5) PWP, (b) (5) QDP, (b) (5) QWP, (b) (5) RDP, (b) (5) RWP, (b) (5) SDP, (b) (5) SWP, (b) (5) TDP, (b) (5) TWP, (b) (5) UDP, (b) (5) UWP, (b) (5) VDP, (b) (5) VWP, (b) (5) WDP, (b) (5) WWP, (b) (5) XDP, (b) (5) XWP, (b) (5) YDP, (b) (5) YWP, (b) (5) ZDP, (b) (5) ZWP



- 21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:**

**Daily meal expenses and lodging expenses are below the per diem for August for**

**official Federal Government travel. Estimated food costs are \$74.00 per day and lodging costs are**

**estimated to be \$244 per day.**

- 22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:**

**Ground transportation is being provided from the hotel to the**

**Microsoft campus, dinner, and return.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

- 24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:**

**none**

- 25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):**

**Signature of Travel Sponsor:**

**Name and Title:** Kelly Eaton; Director

**Name of Organization:** Microsoft

**Address:** One Microsoft Way, Redmond WA 98052

**Telephone Number:** 202-831-6468

**Fax Number:**

**E-mail Address:** Kelly.Eaton@microsoft.com